



JOB DESCRIPTION

Position Title: **Technician**

Working Area: **Addressing**

Class Code: 5604

Non-Exempt

EEO Code: 06

Effective Date: August 30, 2002

Major Function

Technical work related to the Seminole County Addressing System, code enforcement, cadastral mapping, database development and research for the Planning and Development Department.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Conducts field research to substantiate addressing problems and gather data according to established procedures. Ensures all real estate is properly addressed.

Inspects re-addressed property to confirm procedures have been followed and when necessary initiates legal action by issuing citations in accordance with the Seminole County Land Development Code. Works through the Code Enforcement Board to accomplish enforcement of County Ordinances.

Researches, documents, updates, and files information regarding areas addressed and re-addressed in the cities which have addressing agreements with the county and unincorporated Seminole County.

Prepares statistical addressing reports as required.

Examines preliminary plats with resulting action to approve or deny street names and designations.

Determines address ranges and specific numbers to be assigned to building permits, plats and site plans as indicated by the County grid system. Establishes and follows procedures set forth in County Ordinance 86-5.

Prepares and addresses plats and site plans of subdivisions, apartment complexes, shopping centers, industrial centers and business centers, in accordance with established addressing guidelines and procedures.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Ability to use a personal computer and associated software programs to update County addressing information. Ability to read and interpret legal descriptions, maps, grids, plats, and site plans to determine addressing information and to assign appropriate addressing information and appropriate numbers, and names to streets. Ability to communicate effectively both orally and in writing. Ability to make presentations before large and small groups. Ability to interact with people and exercise sound judgment in dealing with the public, County staff, and other officials. Ability to use geographic information to obtain addressing information. Ability to use GIS Arcinfo/Arcview.

Associate's Degree in a field related to Planning and two (2) years experience in conducting research, data compilation, cadastral mapping, or addressing.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.